



UNITED STATES MARINE CORPS

MARINE FORCES RESERVE
2000 OPELOUSAS AVENUE
NEW ORLEANS, LA 70146-5400

ForO 3502.1
G-3/5
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FORCE ORDER 3502.1

From: Commander, Marine Forces Reserve
To: Distribution List

Subj: TRAINING EXERCISE AND EMPLOYMENT PLAN (TEEP) STANDARD
OPERATING PROCEDURES (SOP) (SHORT TITLE: TEEP SOP)

Ref: (a) MCO 7300.21A
(b) CJCSI 3511.01A
(c) MCO 1001R.1K
(d) ForO P4000.2

Encl: (1) Training Exercise and Employment Plan (TEEP) Program

1. Situation. To establish policy, responsibilities and procedures for the Marine Forces Reserve (MARFORRES) TEEP Program.

2. Mission. The TEEP Program is designed to be a commander's management tool, capable of identifying unit, personnel, equipment and resources prior to the execution of training exercises or deployments.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commanders Intent. The TEEP Program serves as the primary scheduling function for a combination of activities associated with training and exercises, which result in resource utilization over time. Resources are defined as units and their associated personnel, equipment, and funding. The TEEP tracks resource utilization over time and depicts entered unit participation as it relates to a specified event. The TEEP is designed to support a two-way flow of information within the command hierarchy; up and down the chain of command.

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(2) Concept of Operations. Enclosure (1) establishes oversight authority and provides Reserve specific policy among the Major Subordinate Commands (MSCs), the MARFORRES staff and the individual units as it pertains to the TEEP process.

b. Subordinate Element Missions. Commanders shall ensure this SOP is adhered to by their subordinate commanders and staffs in the planning and management of their respective TEEPs.

c. Coordinating Instructions. Recommendations concerning the content of this SOP are invited. Submit recommendations via the chain of command to:

Commander, Marine Forces Reserve
(G-3/5 ROPP)
2000 Opelousas Avenue
New Orleans, LA 70146-5400

4. Administration and Logistics. This SOP is not applicable to mobilization. Upon being designated as under Operational Control (OPCON)/Administrative Control (ADCON) to the Gaining Force Command (GFC), MARFORRES sourced units and individual augmentees will be subject to the SOPs and directives of the GFC.

5. Command and Signal

a. Command. This SOP is applicable to the Marine Corps Reserve.

b. Signal. This directive is effective the date signed

A handwritten signature in black ink, appearing to read 'S. A. Hummer', is centered on the page.

S. A. HUMMER

DISTRIBUTION D: ALL MARFORRES ASSETS (To include HQ Staff, MSC'S, RSU'S, AND MCD'S)

Directives issued by this Headquarters are published and distributed electronically. Electronic versions of the Force directives can be found at:

<http://www.marines.mil/unit/marforres/MFRHQ/G1/Adjutant/G-1%20Adjutant%20Directives/default.aspx>

LOCATOR SHEET

Subj: TRAINING, EXERCISE & EMPLOYMENT PLAN (TEEP) PROGRAM

Location: _____
(Indicate location(s) of copy(ies) to this Manual)

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Implementing Change

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Chapter 1

Introduction

1. Policy. The TEEP is the Commander's management tool designed to identify required unit, personnel, equipment, and resources for the efficient and effective execution of training exercises or exercise deployments. This SOP provides a comprehensive and iterative approach to TEEP construction and management.

2. Scope. Funding is the key resource ingredient of the TEEP, and it is a key factor in determining MARFORRES participation. For this reason, it is imperative that sound financial management is practiced to allow MARFORRES to achieve the maximum training value for each dollar.

3. Responsibilities

a. Assistant Chief of Staff (AC/S), G-3/5

(1) Host the Annual MARFORRES TEEP conference in order to coordinate MARFORRES exercise participation for the upcoming fiscal year (FY).

(2) Publish, operate and maintain the MARFORRES TEEP.

(3) Publish Annual TEEP Funding Controls to the MSCs.

(4) Provide funding oversight of the entire MARFORRES TEEP.

(5) Provide recommendations to COMMARFORRES on exercises and events to be included in the TEEP. Recommendation will be based on mission analysis that highlights exercise objectives and training benefits for MSC/MSEs participation as it relates to force generation model.

(6) Report on a quarterly basis to COMMARFORRES the status of TEEP execution.

(7) Conduct bi-monthly status of funds meeting with the G-4 and the Comptroller to ensure TEEP expenditures remain within approved budget authorizations.

(8) Ensure funding for the TEEP is planned, programmed, budgeted and executed to comply with this SOP.

b. Assistant Chief of Staff (AC/S), G-4

(1) Execute G-3/5 approved transportation requirements in support of TEEP events. Track and report the MSC's obligation of the 2731 Large Group Travel and 1A1A Transportation of Things (TOT) categories of funds within the TEEP.

(2) Function as the senior agency in coordinating TEEP logistical issues.

(3) Provide knowledgeable representation to the bi-monthly TEEP status of funds meeting.

(4) Operate and maintain the Transportation of Things (TOT), Transportation of Personnel (TOP) and Exercise Support (ExSpt) databases.

c. AC/S Comptroller

(1) Publish annual TEEP Planning Estimates to MARFORRES G-3/5.

(2) Assist the MARFORRES G-3/5 in its oversight responsibilities of the TEEP.

(3) Provide knowledgeable representation to the bi-monthly TEEP status of funds meeting.

d. Commanding Generals, Major Subordinate Commands

(1) Ensure funding for the TEEP is planned, programmed, budgeted and executed to comply with this SOP.

(2) Ensure expenditures stay within authorized TEEP controls.

(3) Submit all TEEP requests and subsequent changes to MARFORRES G-3/5 for final approval.

(4) Provide knowledgeable representation to the MARFORRES Annual TEEP Conference.

(5) Provide knowledgeable representation to the bi-monthly TEEP status of funds meeting.

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(6) Ensure information entered in the TEEP Data base is accurate, complete and up to date.

Chapter 2

Training Exercise AND Employment Plan (TEEP) Process

1. Introduction. The TEEP is the Commander's management tool designed to identify required unit, personnel, equipment and resources for the efficient and effective execution of training exercises or exercise deployments. The TEEP tracks resource utilization over time and defines the approved unit participation as it relates to a specified event. The TEEP is supported by a computer-based program that provides visibility of all TEEP events occurring in a given fiscal year.

2. Background. The TEEP process begins with MARFORRES G-3/5 Regional Operations and Plans (ROPP) and MSC representatives attending the Force Synchronization Conferences (twice annually) hosted by Marine Forces Command (MARFORCOM). In attendance will be the other Marine Forces (MARFOR's) and respective Marine Expeditionary Forces (MEF's). Reserve requirements in support of the Joint Exercise Program (JEP), Theater Security Cooperation (TSC) and other Active Component support requirements will be identified. Following the Force Synchronization Conference, MARFORRES will conduct its annual TEEP conference in the August/September period. During this conference the JEP, TSC and other Active Component requirements will be presented to the MARFORRES Staff and MSCs. As a result, personnel, equipment, and funds will be committed to the exercises/events pending receipt of a formal Feasibility of Support (FOS) Request. In addition, all known MARFORRES, MSC and unit events will be identified and sourced.

3. TEEP Events. As a general rule, when considering MARFOR or MEF requests for Reserve support, the event must meet one or more of the following considerations:

- a. Training value added to the unit.
- b. OPTEMPO relief to the Active Component.
- c. JEP/TSC sponsored event.
- d. Integrated Training with Active Component.
- e. Funds available.

4. Authorized TEEP Events. Below types of events are authorized for inclusion in the MARFORRES TEEP:

a. MARFORRES sponsored events: Events designated by COMMARFORRES as required participation for assigned MSC units, i.e. Javelin Thrust.

b. JEP sponsored exercises: Exercises listed in the Joint Training Information Management System (JTIMS).

c. Joint Training/Non-JEP: Events, other than JEP exercises, that involve joint participation of Reserve units and other Service units.

d. OPTEMPO relief events: Events, other than JEP exercises, that provides direct OPTEMPO relief to an active duty unit.

e. Integrated Training: Events involving joint participation of Reserve and Active duty units.

f. Innovative Readiness Training (IRT): Events that derive training value to a unit while utilizing its organic capability to provide a community benefit.

g. Deployment for Training (DFT) OCONUS events.

h. MSC directed training exercises.

i. Unit training as it relates to exercises: Individual skills, licensing courses and training symposiums do not qualify as TEEP events.

j. Conferences: Any conference that supports the above events. The number of conferences for any single event is dictated by MARFORRES or the respective MSC and is dependent on funds availability.

5. TEEP Budgeting Process

a. The MARFORRES Comptroller publishes upcoming fiscal guidance in the July/August time period. This guidance contains the upcoming FY Funds Planning Estimates (PEs) in support of the TEEP. These figures are only estimates and may be adjusted by the Comptroller should funding levels change.

b. The MARFORRES G-3/5 TEEP Manager utilizes the guidance provided by the PEs and submits the upcoming FY TEEP Spend Plan in the Memorandum Fiscal Services (MFS) database.

c. The TEEP Spend Plan is developed by funding category, quarter, and MSC. Based upon published COMMARFORRES mission priorities, the MSCs decide which TEEP events receive the priority of funding.

d. Once an event has been selected for participation, the executing unit will estimate the funds required by category (ADOS, TAD, TOT, TOP, etc), and enter a TEEP request into the TEEP database. Once the request has been submitted, it will flow through the TEEP approval chain and if approved, funds will be made available for execution.

Chapter 3

TEEP Funding

1. Introduction. Funding is the key ingredient of the TEEP and, in most cases; it is the critical factor in determining MARFORRES participation. The MARFORRES G-3/5 publishes the respective controls to each MSC at the beginning of the FY. These controls are requirements based as determined by the projected level of participation for the upcoming FY. Commanders are then directed to operate within the limits of their respective TEEP controls. Refer to ref (a) for categories of funding.

2. Reserve Personnel Marine Corps (RPMC) 1108

a. Active Duty Operational Support (ADOS) 2732

(1) Funds pay and allowances, per diem and travel for reservists.

(2) Can be used to fund costs of reservists beyond the normal 15 day annual training (AT).

(3) Program identifiers (PID) 3 code in Marine Reserve Order Writing System (MROWS).

b. Travel 2731

(1) 2731 AT Travel (Small Group Travel) funds travel and per diem for reservists on AT traveling in groups of 20 or less. PID 1 code in MROWS.

(2) 2731 Large Group Travel funds travel and per diem for reservists on AT traveling in groups of 21 or more. Group TOP requests submitted through TEEP database.

(3) 2731 AT billeting funds contracted billeting while on AT.

(4) 2731 Inactive Duty Training (IDT) funds travel and per diem for reservists while on an offsite drill. The offsite drill must be in direct support of an approved TEEP event. PID 2 code in MROWS.

(5) 2731 drill weekend buses funds chartered bus movements on drill weekend. TOP request must be submitted through TEEP database.

3. Operations and Maintenance Marine Corps Reserve (O&MMCR)
1107

a. 1A1A Exercise Support (ExSpt)

(1) Funds consumable material (Bill of Material) and services requirements for COMMARFORRES approved exercises or unit ATs.

(2) Classes of Supply: Class III, Petroleum, Oil & Lubricant (POL), Class IV (Construction Material), Class IX repair parts block requirements and secondary repairables (SECREPs), contract services (port-a-johns, dumpsters, fuel, telephone, etc), contract maintenance support, leased vehicles, garrison mobile equipment (GME) vehicles, hazardous material disposal, and Class VIII medical supplies in the form of Authorized Medical Allowance List/Authorized Dental Allowance Lists (AMAL/ADAL) replenishment.

(3) Exercise Support Funds are intended for direct support of approved TEEP exercises.

(4) Exercise Support Funds are not to be used for a unit's drill weekend, unless it is in direct support of an approved TEEP exercise.

b. 1A1A Temporary Additional Duty (TAD). Funds travel and per diem for Active Component (AC) and Active Reserve (AR) Marines in support of the Reserves. Also funds travel and per diem for active duty and reserve Navy Personnel assigned to reserve units.

c. 1A1A Transportation of Things (TOT). Funds cost of transporting equipment and/or supplies. TOT requests must be approved in the TEEP database prior to equipment shipment for all TEEP events.

4. Joint Exercise Program (JEP) Funding 0100

a. Commercial Ticketing Program (CTP)

(1) Only used in support of Chairman of Joint Chiefs of Staff (CJCS) exercises as defined in ref (b).

(2) Funds cost of commercial airline tickets in support of a JEP sponsored exercise. Funds airline ticket only; does not fund per diem.

(3) Unit must be listed in the exercise Time Phased Force Deployment Data (TPFDD).

(4) For small group travel (20 or less) PID CTP code in MROWS is used in combination with PID 1 Travel (per diem only) or PID CTA code if used in combination with PID 3 ADOS (pay and allowance plus per diem).

(5) Large Group Travel (21 or more) is submitted as TOP request in the TEEP database. Must ensure CTP block is checked on request form.

b. Service Incremental Funding (SIF)

(1) Only used in support of Chairman of Joint Chiefs of Staff (CJCS) exercises.

(2) Covers cost of travel and per diem while attending CJCS sponsored planning conferences. Does not cover pay and allowances for reserve personnel. Does not cover cost of reserve Navy personnel; use regular TEEP TAD.

(3) AC and AR personnel, to include active duty Navy personnel assigned to MARFORRES, will be funded through Defense Travel System (DTS) cross organization code established by the supported MARFOR. Unit must submit roster of travelers via MARFORRES G-3/5 for approval by supported MARFOR.

(4) Reserve personnel will be funded through MROWS using PID SIF. Only funds travel and per diem, PID 3 must be used for pay and allowances (P&A). Units must submit roster of travelers via MARFORRES G-3/5 for approval by supported MARFOR.

(5) Funds cost of Bill of Materials (BOM) for participating units in CJCS sponsored exercises. Funds are provided directly to the unit through the MARFORRES G-3/5 and the Comptroller. Units are not authorized to use TEEP ExSpt funds and then expect a reimbursement from SIF.

(6) Funds host nation ExSpt cost paid directly by the supported MARFOR. Units are not authorized to use TEEP ExSpt for CJCS exercises.

5. Innovative Readiness Training (IRT) 0100

a. Operations & Maintenance (O&M)

(1) Funds TAD for active component and active reserve personnel participating in IRT sponsored projects.

(2) Funds TOT and ExSpt costs in support of IRT projects.

(3) Funds are requested through TEEP database.

(4) Funds travel and per diem for reserve personnel on long term IRT ADOS.

b. ADOS

(1) Provides long term ADOS (30 to 365 days) for IRT Project Managers and other duration personnel as needed.

(2) Funds conference attendance and short term ADOS for reserve personnel.

(3) Use PID IRT code in MROWS.

6. Active Component Funding for Reserve Support

a. Military Personnel Marine Corps (MPMC) ADOS

(1) Provided by the supported MARFOR and only funds pay and allowances for reserves in direct support of the Active Component.

(2) Requires O&MMC from Active Component to pay for travel and per diem.

b. MROWS orders must be non-TEEP orders.

7. Extended Annual Training (AT)

a. Standard AT period is 14 days plus one day for travel

for a total of 15 days as defined by ref (c). With approval of COMMARFORRES G-3/5 and concurrence of Reserve Affairs, the standard AT can be extended up to 29 days inclusive of travel. The total number of AT days cannot exceed 29 in a fiscal year.

b. Priorities for extended ATs

(1) Pre-mobilization training in support of war time operations and contingencies.

(2) CJCS sponsored exercises.

(3) Non-CJCS OCONUS exercises when approved by COMMARFORRES.

(4) Other events as determined by COMMARFORRES.

c. At the start of each FY, MARFORRES G-3/5 will publish a list of COMMARFORRES approved extended ATs, to include duration.

d. Requests for extended AT must be approved by MSC Commanders and submitted to COMMARFORRES via Automated Messaging Handling System (AMHS). Request must include a justification, number of Marines, total number of AT days for each Marine and the impact on the unit if the extension is not granted.

e. Extended AT orders submitted in MROWS must be approved by MARFORRES G-3/5, provided approval of exercise by COMMARFORRES. Orders must contain the TEEP event number and the proper Special Interest Code (SIC) identifying the exercise.

Chapter 4

TEEP Logistic Considerations

1. Introduction. To the logistician, the TEEP is viewed as a planning and budgeting document that identifies the key logistical considerations of TOT, TOP and sustainment through ExSpt. All of these considerations are essential during the planning process in order to preserve optimal training opportunities at minimal cost. Refer to reference (d) for detailed instructions on policy and procedures for logistical issues.

2. Transportation of Things (TOT)

a. Funding Subhead 1A1A - O&MMCR.

b. Funds TOT of equipment and supplies to exercise location, Port of Embarkation (POE) or Aerial Port of Embarkation (APOE).

c. Submission Deadlines

(1) 10 to 30 days prior to shipment date for CONUS exercise/event.

(2) 45 to 60 days prior to shipment date for OCONUS or remote locations (Alaska).

(3) Two days prior to shipment date for Small Package Program (SPP).

d. Request must be submitted into the TOT database through the TEEP database. Requests submitted directly into the TOT database will not be considered. TEEP request must be approved before movement will be scheduled.

e. Units are reminded weapons and sensitive material can only be shipped utilizing a Surface Deployment and Distribution Command (SDDC) approved, bonded carrier. Persons receiving weapons and sensitive material must be pre-designated Responsible Officers, assigned in writing, and members of the unit's advance party. Direct all questions to the MARFORRES G-4.

f. Units are required to liquidate TOT Bills of Laiden within 3 working days of delivery.

3. Transportation of Personnel (TOP)

a. Funding Subhead 2731 - Reserve Personnel Marine Corps (RPMC) Travel.

b. 2731 Large Group Travel. Funds group movements of 21 or more passengers.

(1) Planning Factors

(a) Required Delivery Date (RDD).

(b) Passenger count (21 or more).

(c) APOE/Aerial Port of Debarkation (APOD).

(2) Submission Deadlines. Non-Special assignment airlift missions (SAAM) requests are due to MARFORRES G-4 Distribution Management Office, (DMO) no later than 60 days prior to the movement date.

(3) Requests are submitted into the TOP database through the TEEP database. Requests submitted directly into the TOP database will not be considered.

c. 2731 AT Travel (Small Group Travel (SGT) - PID 1)

(1) For small group movements of 20 or fewer passengers.

(2) Unit is responsible for arranging transportation to and from the exercise location via the Commercial Ticketing Office (CTO) and MROWS. Units are not authorized to make travel arrangements through local travel agencies, websites, or airports. Ravenel Travel is the only authorized CTO for MARFORRES travelers.

(3) SGT will be funded through local unit TEEP PID 1 funds.

4. Strategic Mobility

a. Planning Factors

(1) Cost of strategic lift/funds available.

(2) Port of Embarkation/Debarkation.

- (3) RDD.
- (4) Equipment Density List (EDL).
- (5) Final Destination.
- (6) Hazardous Material (HAZMAT).
- (7) Submission Deadlines.

b. Submission Deadlines

- (1) EDL footprint due to MARFORRES G4, Strategic Mobility Office (SMO) 120 days prior to RDD.
- (2) SAAM request due 90 days prior to RDD.
- (3) Level VI Data due 90 days prior to RDD.

5. Ammunition

a. Planning Factors

- (1) Type of training (Task, Purpose, Standard)
- (2) Weapon Systems to be employed.
- (3) Approximate passenger count participating.

b. Submission Deadlines

- (1) 150 days for OCONUS exercise/event.
- (2) 90 days for CONUS, Drill, and AT.

6. Food Service

a. Planning Factors

- (1) Feed Plan (type of chow).
- (2) Passenger count.
- (3) RDD.

(4) Ship to Department of Defense Activity Address Code (DODAAC).

b. Submission Deadlines. N/A

(5) Developing Country Combined Exercise Program (DCCEP) fund requirement. Supports OCONUS CJCS/TSC events only.

7. Bus Movements. All commercial bus movements (except moves associated with a mobilization) must be requested through the TEEP database; this includes drill weekend and exercises.

a. Planning Factors

(1) Passenger Count.

(2) Origin and Final destination.

b. Submission Deadlines: 14 days prior to movement.

c. Must obtain three quotes from DoD approved local carriers listed at the website:
<http://www.defensetravel.dod.mil/Docs/BusAgreementPOCs.pdf>.
Must obtain commercial bill of lading (CBL) prior to contracting the bus company.

d. Unit must provide copy of invoice/CBL to MARFORRES G4 DMO no later than three days after the execution of the event to ensure timely payment to the bus company.

8. Time Phased Force Deployment Data (TPFDD)

a. Use to schedule and track the deployment of personnel and equipment to exercise location.

(1) All JEP directed exercises/operations deployment and redeployment data must be entered into the Joint Operation Planning and Execution System (JOPES) via the TPFDD.

(2) Units/Dets identify in Marine Air Ground Task Force (MAGTF) II/LOG AI, via the MAGTF Deployment Support System II (MDSS II), to the MARFORRES G-3/5, via the MARFORRES G-4, the authorized equipment and personnel for deployment. The G-3/5, in coordination with the G-4, will verify the data to the Supported Command via MARFORCOM.

The Unit/Det is not authorized to provide TPFDD information to the Supported Command; it must come from the MARFORRES G-3/5.

b. Information provided in the TPFDD

- (1) Units participating.
- (2) Deployment date.
- (3) Point of Embarkation (APOE, SPOE).
- (4) Point of Debarkation (POD) in the exercise area of operation.
- (5) Mode of Transportation (MOT) (air, ground, sea).

c. TPFDD Timeline. A detailed timeline will be released by the Supported Component in the TPFDD Letter of Instruction (LOI).

(1) Data due from Units/Dets to MARFORRES G-3/5 prior to Mid Planning Conference (MPC).

(2) Final TPFDD adjustments and sealift immediately following the Final Planning Conference (FPC).

(3) Depending on the duration of the exercise, the redeployment TPFDD will be submitted with the deployment data. For deployments lasting 3 or more months, redeployment data will be managed and verified by the Supported Component.

(4) Once TPFDD is verified/validated all changes affecting strategic lift require a General Officer's approval.

Chapter 5

TEEP Database

1. Introduction. The TEEP database is a web based asp.net application that operates in real time with the primary purpose of funds management and exercise tracking. It combines financial resources with exercise requirements and organizes it into events for command approval. The events identify unit personnel and equipment requirements, modes of transportation and the categories and amounts of funds required to support.

2. TEEP Access

a. The TEEP database can be common access card (CAC) accessed through the Commanders Training System (CTS) at the following URL:
<https://apps.marforres.usmc.mil/HQ/CTS/Default.aspx?T=A>. It can also be access directly at the following URL:
<https://apps.marforres.usmc.mil/HQ/TEEP/Default.aspx?T=A>.

b. The user must have a valid SharePoint portal account and TEEP access permissions from MARFORRES G-3/5 or MSC G-3. To obtain a valid SharePoint account, submit a System Authorization Access Request (SAAR) to MARFORRES G-6.

3. TEEP Event/Request

a. Detailed instructions on creating TEEP events and submitting TEEP requests are provided under the "Getting Started" tab of the TEEP database. Below are some key elements that need to be understood prior to starting the process.

b. Creating an Event

(1) Level of Event

(a) CJCS - Exercise/Event is sponsored by CJCS and created at the MARFORRES level, units are not authorized to create these events. Utilizes JEP funds such as CTP and SIF in combination with TEEP funds. Identified by a Force (F) level event number.

(b) MARFOR/MEF/HQMC - Exercise/Event is created at the MARFORRES G-3/5 level, units are not authorized to create these events. Identified by a Force (F) level event number.

(c) NON-CJCS OCONUS - Exercise/Event is created at the MARFORRES G-3/5 level, units are not authorized to create these events. Identified by a Force (F) level event number.

(d) IRT - Exercise/Event is sponsored by OSD/RA and is created at the MARFORRES G-3/5 level, units are not authorized to create these events. Utilizes IRT funds from OSD RA in combination with TEEP funds. Identified by a Force (F) level event number.

(e) MSC - Exercise/Event is created at the unit level. Identified by a Division (D), Wing (W), or MLG (M) level event number.

(2) Special Interest Code (SIC). Three place alpha numeric code use to identify the TEEP Event, i.e. African Lion SIC = DZ0. The proper SIC is critical in tracking the funding associated with the exercise.

(3) Manning. Accurate numbers are critical to proper estimation of funds required. Must be updated as changes occur.

(4) Expense Categories. Accurate data and the correct categories of funds are critical to overall funding of TEEP event.

(a) 2731 ATT - AT Travel (PID 1). Funds travel and per diem for reservists on AT (20 or less travelers); includes rental cars.

(b) 2731 BIL - Contracted Billeting. Funds contracted billeting for units on AT.

(c) 2731 IDT - Inactive Duty Travel (PID 2). Funds travel and per diem for reservists on offsite drill; includes rental car.

(d) 2731 LGT - Large Group Travel. Funds travel for 21 or more travelers. Must submit TOP request through TEEP database; used to fund airline tickets, charter aircraft, bus movement to and from airport. Also used to fund drill weekend bus movements; TEEP request must be submitted and approved prior to unit contracting with bus company.

(e) 2732 ADOS - Active Duty Operational Support (PID 3). Funds pay & allowances, travel, and per diem for reservists

only; cannot be used for active duty/active reserve personnel. Includes rental car.

(f) 2732 SADOS - Supplemental Active Duty Operational Support (PID 4). Special allocation of ADOS provided by HQMC, only can be used with prior approval by MARFORRES G-3/5 TEEP.

(g) 1A1A TAD - Active Duty/Active Reserve. Funds travel and per diem for active duty/active reserve personnel. Funds travel and per diem for active duty and reserve Navy personnel assigned to MARFORRES units. Includes rental car.

(h) 1A1A EXSPT - Exercise Support. Funds consumables and support contracts required to support TEEP exercise/events, i.e. Bill of Material (BOM), port-a-johns, Base of Operations Support (BOS).

(i) 1A1A TOT - Transportation of Things. Funds transportation of supplies and equipment.

(j) 0100 SIF - Travel/PerDiem Active Duty. Funds travel and per diem for active duty/active reserve to attend CJCS sponsored conferences. Funding will be provided by supported MARFOR through cross org code set up in DTS. Roster of MARFORRES personnel attending conference must be attached to TEEP request.

(k) 0100 SIF - Travel/PerDiem Reserve Only (PID SIF). Funds travel and per diem for reservist to attend CJCS sponsored conferences. Does not fund pay & allowances. Funds are provided in MROWS by selecting PID SIF for travel and per diem. Roster of MARFORRES personnel attending conference must be attached to TEEP request.

(l) 0100 SIF - Exercise Support (BOM). Funds Bill of Material (BOM) for CJCS sponsored exercises only. Funds are realigned directly to unit's account via Line of Accounting (LOA) provided by MARFORRES G-3/5 TEEP Section. List of BOM requirements must be attached to TEEP request. Cannot be use to reimburse TEEP 1A1A EXSPT funds.

(m) 0100 CTP - Commercial Ticketing Program (PID CTP). Funds small group (20 or less) commercial airline travel for CJCS sponsored exercises only. Funds are provided in MROWS for travel by selecting the CTP PID. Funds are provided in DTS through cross org code set up by MARFORRES G-3/5 TEEP Section.

Must contact MARFORRES G-3/5 TEEP Section prior to travel to have cross org code posted to orders. Roster of personnel traveling must be attached to TEEP request.

(n) 0100 IRT TAD (Active Duty). Funds active duty/active reserve travel and per diem in support of IRT projects. Funds are provided in DTS through cross org code set up by MARFORRES G-3/5 TEEP Section. Must contact MARFORRES G-3/5 TEEP Section prior to travel to have cross org code posted to orders. Roster of personnel traveling must be attached to TEEP request.

(o) 0100 IRT ADOS (Reserve) PID IRT. Funds pay and allowances, travel, and per diem for reservist in support of IRT projects. Funds are provided in MROWS by selecting IRT PID. Roster of personnel must be attached to TEEP request.

(p) 0100 IRT EXSPT - Exercise Support. Funds all exercise support requirements in support of IRT projects. Funds are realigned directly to supporting unit via LOA provided by MARFORRES G-3/5 TEEP Section. Cannot be used to reimburse TEEP EXSPT funds.

(q) TOT BLUE - Transportation of Things (Navy). Funds transportation of 4th MAW Blue gear only.

Chapter 6

MROWS and DTS

1. Introduction. TEEP funding is divided into numerous categories and combinations depending on the type of exercise/event being supported. Due to these complexities it is critical that orders be written correctly with the proper funding data and TEEP information. Valuable training time and money can be lost when orders are not written correctly. This Chapter is to assist order writers in preparing TEEP orders in MROWS or DTS.

2. Marine Reserve Order Writing System (MROWS). Primary system used to create orders for reserve personnel.

a. TEEP Orders. Orders written in support of a TEEP exercises/event.

(1) Orders must contain the TEEP Event Number; a 7 place alpha numeric identifier specific to a TEEP exercise/event, i.e. AFRICAN LION TEEP event number = F23-7870. This information can be obtained from the TEEP database or the operations section of the units command.

(2) Orders must contain the SIC; a 3 place alpha numeric identifier specific to a TEEP exercise/event, i.e. AFRICAN LION SIC = DZ0. This information can be obtained from the TEEP database or the operations section of the units command.

(3) TEEP orders use only the following PIDs:

(a) PID 1 - AT Travel and Per Diem. Funds reservists while on AT.

(b) PID 2 - IDT. Funds reservists travel and per diem while on offsite drill.

(c) PID 3 - ADOS. Funds reservists pay and allowances, travel and per diem while performing additional duty other than AT.

(d) PID 4 - SADOS. Funds reservists pay and allowances, travel and per diem while performing additional duty other than AT. This is a supplemental fund and can only be used when directed by MARFORRES G-3/5 TEEP Section.

(e) PID SIF. Funds reservist travel and per diem when in support of a CJCS sponsored conference. In MROWS on the travel and per diem blocks, select Command Code as "Force" and PID as "SIF". Use PID 3 for pay and allowances. Cannot be used to support Navy personnel; must use TEEP TAD.

(f) PID CTP/CTA. Funds reservist travel (airline ticket only) when in support of a CJCS sponsored exercise. In MROWS in the travel block, select Command Code as "Force" and PID as "CTP" if reservist is on AT. Select PID as "CTA" if reservist is on ADOS. Does not fund per diem. Use PID 1 for AT or PID 3 for ADOS. Does not fund travel for CJCS conferences. Cannot be used to support Navy personnel; must use TEEP TAD.

(g) PID IRT ADOS. Funds reservist pay and allowances, travel and per diem while in support of an IRT project. In MROWS select the Command Code as "Force" and PID as "IRT".

b. Liquidation of orders. Travel claims must be submitted no later than 5 days upon completion of travel by the individual traveler to their administrative support section.

3. Defense Travel System (DTS). Primary system used to create orders on active duty/active reserve personnel while on TAD.

a. TEEP Orders. Orders written in support of a TEEP exercise/event.

(1) TEEP TAD. Funds MARFORRES special staff sections in support of TEEP funded TAD. Staff sections will provide email request to MARFORRES TEEP Section; once approved, the TEEP Section will create a TEEP request and transfer funding to the staff section TEEP TAD account.

(2) SIF TAD. Funds active duty/active reserve personnel in support of a CJCS sponsored conference. DTS cross org code will be established by supported MARFOR and traveler will select the proper code to fund travel and per diem. Traveler must submit name, rank, SSN and travel cost estimate to MARFORRES G-3/5 action officer in charge of the CJCS exercise/event.

(3) CTP Travel. Funds active duty/active reserve personnel travel (airline ticket only) in support of a CJCS sponsored exercise. Traveler must submit name, rank, SSN and travel cost estimate to MARFORRES G-3/5 TEEP Section for approval. Once approved, and traveler has created orders in

DTS, traveler must contact MARFORRES G3/5 TEEP Section to have LOA posted to orders.

(4) IRT TAD. Funds active duty/active reserve personnel travel and per diem in support of an IRT project. Traveler must submit name, rank, SSN, and travel cost estimate to MARFORRES G-3/5 TEEP Section for approval. Once approved, and traveler has created orders in DTS, traveler must contact MARFORRES G3/5 TEEP Section to have line of appropriation posted to orders.

b. Liquidation of orders. Travel claims must be submitted within 3-5 working days of completion of travel by the individual traveler to their administrative support section.